

County Engineer Training Agenda and Schedule November 3-5, 2009

TAB 1 - Training Workbook

		Lead	Page
Day 1	Counties and the County Engineer		
10:00 - 10:30	Introduction		
	Introduction of Participants and CRAB Staff	Walt	1 - 2
	County Engineer 3-Day Training Summary	Jeff	1 - 3
	Detailed Schedule	Jeff	TOC
	Training Objectives	Walt	1 - 4
10:30 - 11:30	Counties and County Roads		
	Counties Role in Transportation	Jay	1 - 5
	Historical References	Jeff	1 - 11
	General Information About Counties	Walt	1 - 14
Handouts			

TAB 2 - Training Workbook

11:30 - 5:00	Office of the County Engineer		
11:30 - 12:00	Who is the County Engineer?	Walt	2 - 2
12:00 - 1:00	LUNCH		
1:00 - 1:30	County Officials	Walt	2 - 8
1:30 - 2:30	Laws and Rules		
	Revised Code of Washington (RCW)	Walt	2 - 16
	Washington Administrative Code (WAC)	Walt	2 - 22
2:30 - 3:30	Taxes and Other Revenues		
	Property Taxes	Jay & Jeff	2 - 25
	Levy Shifts and Diversion	Jay & Jeff	2 - 26
	Motor Vehicle Fuel Tax (MVFT)	Don	2 - 28
	Other Revenues	Jeff	2 - 28
3:30 - 5:00	Management - Accounting - Purchasing		
	Management	Walt & Jeff	2 - 29
	Accounting	Jeff	2 - 33
	Purchasing	Jeff	2 - 37
Handouts			

TAB 3 - Training Workbook

Day 2	Plan - Implement - Report		
8:00 - 12:00	Plans and Programs		
8:00 - 8:30	Program Relationships and Setting Priorities	Jeff	3 - 2
8:30 - 9:00	Land Use Plan (comp plan)	Jeff	3 - 4
	Level of Service Standards (LOS)	Jeff	3 - 4
	Safety Management System (SMS)	Jeff	3 - 5
	National Bridge Inspection System (NBIS)	Jeff	3 - 5
	Non-Motorized Program (bike & ped)	Jeff	3 - 6
	Surface Water Management (SWM)	Jeff	3 - 7
9:00 - 10:30	Maintenance Management System (MMS)	Larry	3 - 8
	Pavement Management System (PMS)	Don	3 - 9
	County Arterial Preservation Program (CAPP)	Don&Randy	3 - 10
	Rural Arterial Program (RAP)	Randy	3 - 11
Day 2 Cont.			
10:30 - 11:30	6-Year Transportation Program (6-Year)	Walt	3 - 12
	Annual Construction Program (ACP)	Walt	3 - 13
	Metropolitan/Regional Planning Organizations (MPO/RTPO)	Jeff	3 - 14
	State Transportation Improvement Plan (STIP)	Jeff	3 - 14
11:30 - 12:00	Budget Process	Jeff	3 - 15
12:00 - 1:00	LUNCH		
1:00 - 1:30	Converting Plans into Actions	Jeff	3 - 16
1:30 - 3:30	Implementing Work Plans and Programs	All	3 - 16
	This part of the training program is intended to be a series of facilitated "round-table" discussions. While certain trainer-selected topics will be covered at a minimum, time will be reserved for topics selected by the participants.		
Handouts			

TAB 4 - Training Workbook

3:30 - 5:00	Annual Reporting and Certifications		
	December 31st	Bob & Toni	4 - 2
	February 1st	Bob & Toni	4 - 3
	April 1st	Bob & Toni	4 - 4
	May 1st	Don	4 - 5
	May 31st	Jeff	4 - 6
	Annual Audits	Jeff	4 - 7
Handouts			

TAB 5 - Training Workbook

Day 3	Support Resources		
8:00 - 9:00	Review of Day 1 and 2	Walt & Jeff	5 - 2
9:00 - 10:00	Accessing Information Resources through the Internet	Jeff	5 - 3
10:00 - 11:00	County Road Administration Board	Steve & Jay	5 - 11
11:00 - 11:30	Class Evaluation and Supplemental Training Needs	Walt & Jeff	5 - 18
Handouts			